

513 1001516

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DS&T Assignment Program

TOPM 4-1



STAT

FROM:

DD/FBIS

EXTENSION

NO.

FBIS-0136-88

DATE

17 June 1988

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/DS&T/M&PS
Room 6E45 Hqts.

Nancy:

Per your request in your 7 June memo on DS&T Assignment Program, attached is the rotational assignment agreement for [redacted] As you know, he is the only S&T officer rotating to FBIS this year under this program. Will forward similar agreements on FBIS employees departing for other assignments [redacted] as soon as all the signatures are collected.

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Classify as Appropriate

DS&T Rotational Assignment Agreement

The following agreement will be completed before a rotational assignment begins. The supervisor will discuss it with the employee undertaking the rotation. Every employee undertaking a rotational assignment will be provided a copy of DS&T General Notice No. 348, dated 31 January 1985, Subject: Rotational Assignment.

Employee Name (Last, First, Middle I)		Home Component (Office, Division, Branch)	STAT
		DDS&T/OTS/OPS Group	
Grade	Date of Grade	Service Designation	
GS-13	01-05-86	RT	

ROTATIONAL ASSIGNMENT

Office (Group, Division, Branch)	Position Title/Grade	Date/Length of Assignment
DDS&T/FBIS/ESG/HED	COMPUTER SYSTEMS ANALYST/GS-13	20 June 1988-19 June 1989

Goals of Rotation (Specify the Purpose of the Rotation and Its Intended Impact on the Employee's Development)

Employee will gain experience in the management and administration of PC local area networks, a large Wang Alliance system, and mainframe and PC interfaces. In addition, he will participate in the introduction of a large-scale, automated system, learning how a comprehensive automation effort can effect the operations of every component in a large organization.

Description of Duties (Include Supervisory and Performance Appraisal Responsibilities)

Employee will serve as assistant system administrator for FBIS's Wang Alliance network and Production Group's PC local area net work. He will also become a user support consultant for the Automated FBIS System unclassified segment. Responsibilities will include solving user problems with the above system; ensuring that all data submitted by contract translators successfully enters AFS via the PC-MicroVax-Shaffstall-Atex link; and advising contract translators on PC word processing and communication problems.

Career Management (describe supervisory controls and promotion eligibility and specify responsibility for Competitive Evaluation Ranking (CER), Performance Appraisal Report (PAR), promotion consideration, funding of travel and training, and reassignment decision)

The parent career service will be responsible for evaluation and ranking for promotion. The host office may recommend promotions and Quality Step Increases; however, these recommendations will be forwarded to the parent CS for action. Three months prior to the expiration of this agreement, employee will indicate, in writing, his preferences regarding next assignment. This will be forwarded to the parent CS for action. Parent CS will ensure an appropriate position is available within its jurisdiction upon completion of this rotational assignment.

Performance Appraisal Reports will be prepared by the host component in accordance with the schedule of the parent CS. A copy will be forwarded to subject's parent component for inclusion in the soft file.

Day-to-day administration and funding will be the responsibility of the host component. Training can be recommended and approved by the host component with the concurrence of the parent CS. Funding of training and travel incidental to this assignment will be paid by the host component.

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